



State of Connecticut JOB POSTING

DEPARTMENT OF PUBLIC HEALTH Agency Promotional Opportunity

DPH Employees are strongly encouraged to apply

Public Health Services Manager Office of Public Health Preparedness & Response

POSTING DATE: September 26, 2012

CLOSING DATE: October 9, 2012

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Permanent DPH employees who are on a current examination list

POSITION CONTROL NUMBER: 12863TM NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

POSITION INFORMATION:

This position will be responsible for directing the staff and operations of the Office of Public Health Preparedness and Response.

The incumbent will oversee personnel and program activity for the Public Health Emergency Preparedness Program, the Hospital Preparedness Program, and the Emergency Medical Services for Children Program. Responsibilities will include: coordinating, planning, and managing office activities; formulating program goals and objectives; developing program policy; developing and managing program budgets; managing federal grants which support program activities; coordinating functions for the state's public health response to emergencies in collaboration with national, state, and local partners, and according to regulations; implementing new procedures and procedural revisions; exercising responsibility for maintaining program integrity; representing the agency at meetings; functioning as Incident Commander during a public health emergency or incident. The incumbent will also have oversight of the following: the Duty Officer Program; Fleet System and MedNet Low Band radio system along with supporting Everbridge notification system; receipt of requests for deployment of DMAT Team; maintenance and deployment of emergency equipment such as the Mobile Field Hospital staff assigned to various Emergency Preparedness programs, such as the Strategic National Stockpile and the Mobile Field Hospital.

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/40 hours/week

SALARY GROUP/RANGE: MP 65/\$81,829 - \$104,954

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of and ability to apply relevant local, state and federal statutes and regulations; considerable knowledge of health care delivery systems, practitioners and/or providers; considerable knowledge of aims, objectives and operational environment of health providers; considerable interpersonal skills; considerable knowledge of principles and practices of public administration; considerable oral and written communication skills.

EXPERIENCE AND TRAINING

General Experience: Nine (9) years of professional experience in a health organization.

Special Requirement: Two (2) years of the General Experience must have been in a supervisory capacity with responsibility for the planning, development, and execution of a comprehensive health or health related program.

Substitution Allowed: 1.) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2.) A Master's degree in public health, health education, health care administration, nursing, other health related fields, or public administration may be substituted for one (1) additional year of the General Experience.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST COMPLETE AND FORWARD THE APPROPRIATE "State of Connecticut Application Form for Examination and Employment" (Form CT-HR-12) (ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7184 (if faxing, only one application is necessary)
EMAIL: dph.recruitment@ct.gov

Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES